



Recreation Assistant

Announcement # D-00311

Salary: \$10.00 to \$14.00 per hour Series/Grade: NF 0189 02

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Fitness Center – Dahlgren, VA Naval Base

OPENED: 12 January 2011

CLOSES: Open Continuous

AREA OF CONSIDERATION: ALL SOURCES

Flexible (0 – 40 hours per week)

TO APPLY: Download forms on <http://cnic.navy.mil/NDW/About/Jobs/>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.*

DUTIES AND RESPONSIBILITIES:

Performs and/or assists in the operation of the recreation activity. Based on established policies, incumbent carries out assigned phases of designated activity and applies understanding of the interest and needs of program participants. Typical assignments may include: establishing schedules of events; applying rules and regulations in supervising assigned participants in indoor and outdoor activities; setting up gymnasiums and playing fields for events; scheduling and conducting tours. Demonstrates procedures common to the activities, and instructs in the use of fitness equipment. Conducts instructional classes. Helps to plan and coordinates details of activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other related duties assigned.

MINIMUM QUALIFICATIONS:

One to two years experience/training in related recreational activity. Must be able to lift up to 45 pounds. CPR/First Aid certification required within 60 days of hire. Training will be provided. Minimum age of 18 preferred. Days, evenings, weekends and holidays may be required.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Visit our web site: <http://cnic.navy.mil/NDW/About/Jobs/>

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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